

**SOP Title: Transferring and Retrieving Records****August 10, 2005****Deputy Area/Division: Deputy Chief for Management, Management Services Division****Revision:****Page 1 of 4****1. Purpose:**

To provide the Standard Operating Procedure (SOP) for transferring and retrieving records.

**2. Scope:**

This SOP will be followed by Records Liaisons responsible for these activities.

**3. Outline of Procedure:**

- 4.1 Transferring Records
- 4.2 Retrieving Records

**4. Specific Procedures:**

## 4.1 Transferring Records

## A. Responsibilities of the Records Liaison

1. Reference GM 120, Part 408, Records, to determine if your records are eligible for transfer to the Federal Archives and Record Centers (FARC).  
The Records Guide is at  
[http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM\\_120\\_408\\_a\\_b\\_d.htm](http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_120_408_a_b_d.htm).
2. Order the following supplies from the Federal Supply Services.
  - a. Standard size record box: NSN 8115-00-117-8249.
  - b. 3" wide Kraft paper tape: NSN 8135-00-270-8717.
  - c. Standard Form 135: NSN 7540-00-634-4093.
3. Use Form SF-135, Records Transmittal and Receipt, to transfer eligible records to the FARC. (See exhibit 1.)
  - a. The completed Form SF-135 must be approved by the Records Officer 30 days before the transfer date.
  - b. Prepare three copies of Form SF-135 for each accession.
  - c. Permanent records must include a detailed box-by-box listing with the Form SF-135.

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- d. Maintain a detailed list in your office to use when requesting reference service from FARC.

- 4. Destroy records that are not eligible for transfer or will become ineligible within six months.

- B. Responsibilities of the Records Manager

- 1. Manages the transfer and retrieval of records.

- 2. Receive and review SF-135 for compliance.

- 3. Approve all FARC documents.

#### 4.2 Retrieving Records

Use Optional Form 11, Reference Request, to recall records from the FARC.

- A. Use an OF-11 for each individual record requested.

- B. Fill in the accession, box, and location numbers.

- C. Maintain control over the records by using a method to track request for records.

**5. Technical Contact:**

|  |        |
|--|--------|
| /s/  | 8/8/05 |
| <hr/>  |        |
| Approved By: Yvonne Campbell<br>Records Officer, Records and Directives Management Team  | Date   |
| <p>USDA, NRCS<br/>         5601 Sunnyside Avenue<br/>         Room 1-2182 C<br/>         Beltsville, Maryland 20705-5460<br/>         (301) 504-2166</p> |        |

|  |        |
|--|--------|
| /s/  | 8/8/05 |
| <hr/>  |        |
| Approved By: Yvonne Campbell<br>Acting Team Leader, Records and Directives Management Team   | Date   |
| <p>USDA, NRCS<br/>         5601 Sunnyside Avenue<br/>         Room 1-2176 C<br/>         Beltsville, Maryland 20705-5460<br/>         (301) 504-2166</p> |        |

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|--|---------|
| /s/  | 8/10/05 |
| <hr/>  |         |
| Approved By: Edward M. Biggers, Jr.<br>Director, Management Services Division  | Date    |
| <p>USDA, NRCS<br/>         1400 Independence Avenue, S.W.<br/>         Room 5221-S<br/>         Washington, DC 20250<br/>         (202) 720-4102</p> |         |

**RECORDS TRANSMITTAL AND RECEIPT**

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

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OF  
**1 PAGES**

1 TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)

**Federal Records Center**

7358 Pulaski Road  
Chicago, IL 60629-5898

5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)

USDA/Natural Resources Conservation Service  
ATTN: YOUR NAME  
Records Liaison  
(555) 222 -2244  
STREET, CITY AND STATE (ZIP)

|   |                               |  |                      |
|---|-------------------------------|--|----------------------|
| 2 | AGENCY TRANSFER AUTHORIZATION | TRANSFERRING AGENCY OFFICIAL (signature and title)<br><br>Jane Doe, Contract Specialist  | DATE<br><br>10/1/05  |
| 3 | AGENCY CONTACT                | TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No)<br>John Doe, NRCS Nashville, Tennessee<br>675 U.S. Courthouse, 801 Broadway, Nashville, TN 37203-3878 |                      |
| 4 | RECORDS CENTER RECEIPT        | RECORDS RECEIVED BY (Signature and Title)<br><br>Kenneth L. Lacey  | DATE<br><br>11/15/05 |

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**RECORDS DATA**

| ACCESSION NUMBER |     |            | VOLUME<br>(cu. ft.) | AGENCY<br>BOX<br>NUMBER<br>S | SERIES DESCRIPTION<br>(with inclusive dates of records) | RESTRIC-<br>TION | DISPOSAL<br>AUTHORITY<br>(schedule and item<br>number) | DISPOSAL<br>DATE | COMPLETED BY RECORDS CENTER |               |               |                |
|------------------|-----|------------|---------------------|------------------------------|---|------------------|--|------------------|-----------------------------|---------------|---------------|----------------|
| RG               | FY  | NUMBE<br>R |                     |                              |   |                  |  |                  | LOCATION                    | SHELF<br>PLAN | CONT.T<br>YPE | AUTO.<br>DISP. |
| (a)              | (b) | (c)        | (d)                 | (e)                          | (f)   | (g)              | (h)  | (i)              | (j)                         | (k)           | (l)           | (m)            |
| 114              | 04  | 0001       | 1                   | 1 of 1                       | FY 1999 Travel Vouchers                                 | N                | GRS 6/1A   | 1/2006           |                             |               |               |                |
| 114              | 04  | 0002       | 4                   | 1 – 4                        | FY 2000 Travel Vouchers                                 | N                | GRS 6/1A   | 1/2007           |                             |               |               |                |
| 114              | 04  | 0003       | 7                   | 1 - 7                        | FY 2000 Travel Vouchers                                 | N                | GRS 6/1A   | 1/2008           |                             |               |               |                |